

**FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE**  
**South Carolina law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.**

Pursuant to the South Carolina Freedom of Information Act, the City of Clemson ("City") will provide access to or copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should be directed to:

**City of Clemson**  
**Attn: Beverly Coleman**  
**1250 Tiger Blvd. Suite 1**  
**Clemson, SC 29631**

**Email: [bcoleman@cityofclemson.org](mailto:bcoleman@cityofclemson.org)**

Upon receipt of a written request for records under FOIA, the City will determine if the records are available. The City will notify the requestor of this determination in writing within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days do not include Saturdays, Sundays, and legal public holidays.

If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged.

If the City determines that the requested records are available and are not exempt from disclosure, the records will be furnished to the requestor within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days if the records are more than two years old.

A DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request (25% of reasonably anticipated cost for reproduction of the records), if search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages. The balance must be paid at time of production.

If the City requires a deposit prior to searching for or making copies of the records, then the records will be furnished within thirty (30) calendar days of when the deposit is received. If the records are more than two years old, the records will be furnished within thirty-five (35) calendar days of when the deposit is received.

Pursuant to S.C. Code of Laws §30-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents.

## Fee Schedule

	Minutes/Hours	X Rate	= Cost
<b>Search/Retrieval Time</b> There is no retrieval charge for records retrieved and copied within ½ hour or less.		\$ 15.00	
<b>Copies</b> There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less or if an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.**	<b>Number or Pages</b>	<b>Unit Price</b>	
Black-White Paper records/standard reports 8.5x11		\$0.25/page	
Color Paper Records/standard reports 8.5x11		\$0.50/page	
Standard maps/plots up to 11" x 17" black-white		\$0.50/each	
Standard maps/plots up to 11" x 17" color		\$1.00/each	
Standard maps/plots larger than 11" X 17"		\$5.00/each	
Microfiche/microfilm copies		\$0.25/each	
CD/DVD		\$1.00/each	
Flash Drive		\$12.00/each	
<b>TOTAL COST</b>			

\*\*Please note that if the requested records are not in electronic format and our office agrees to transfer documents to an electronic format, there will be a charge for the staff time required to transfer the documents to an electronic format. Certain **search/retrievals** may also require an additional rate.

South Carolina law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

# FOIA Records Request

**PLEASE PRINT**

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Agency, Firm, or Organization \_\_\_\_\_

Address (if different) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Information Requested (attach additional description, if required) \_\_\_\_\_

Requested delivery: Mail  Pick Up  Email

### Office Use Only

Date Request Received: \_\_\_\_\_

Written FOIA Response determining availability of records and notice of any exemptions due: \_\_\_\_\_

10 business days from date of receipt of FOIA request for records less than 24 months old  
 20 business days from date of receipt of FOIA request for records more than 24 months old

Written FOIA Response provided to Requestor: \_\_\_\_\_

If the City of Clemson determines that the requested records are available and not exempt from disclosure, the records will be furnished to the requestor within 30 calendar days of its written response, or within 35 calendar days if the records are more than two years old.

A DEPOSIT (25% of reasonably anticipated cost for reproduction of the records) IS REQUIRED, if search and retrieval time is greater than 30 minutes and/or the number of pages to be produced is greater than 10 pages. The balance must be paid at the time of production.

Estimated Search/Retrieval Time	Number of Minutes/Hours	Rate	Cost
		\$15.00/hr	
Estimated # of black-white copies	Number of pages		
Estimated # of color copies	Number of pages		
Estimated # of Discs for audio or video recordings	Number of Discs		

Estimated Cost: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Deposit Received on: \_\_\_\_\_

Production of documents due: \_\_\_\_\_

30 days after date of receipt of deposit for records less than 24 months old  
 35 days after date of receipt of deposit for records more than 24 months old

Information retrieved by: \_\_\_\_\_

Name	Department	Time	Rate:	Cost
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	

**Fee Schedule**

	Minutes/Hours	X Rate	= Cost
<b>Search/Retrieval Time</b> There is no retrieval charge for records retrieved and copied within ½ hour or less.		\$ 15.00	
<b>Copies</b> There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less or if an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.**	<b>Number or Pages</b>	<b>Unit Price</b>	
Black-White Paper records/standard reports 8.5x11		\$0.25/page	
Color Paper Records/standard reports 8.5x11		\$0.50/page	
Standard maps/plots up to 11" x 17" black-white		\$0.50/each	
Standard maps/plots up to 11" x 17" color		\$1.00/each	
Standard maps/plots larger than 11" X 17"		\$5.00/each	
Microfiche/microfilm copies		\$0.25/each	
CD/DVD		\$1.00/each	
Flash Drive		\$12.00/each	
<b>TOTAL COST</b>			

\*\*Please note that if the requested records are not in electronic format and our office agrees to transfer documents to an electronic format, there will be a charge for the staff time required to transfer the documents to an electronic format. Certain **search/retrievals** may require an additional rate.

Information reviewed by: \_\_\_\_\_ Date information provided to requestor: \_\_\_\_\_